

HUNTER COLLEGE OF THE CITY UNIVERSITY OF NEW YORK

Office of the Registrar

695 Park Avenue, New York, NY 10065

FAILING GRADE COURSE REPEAT FORM (FOR UNDERGRADUATES ONLY)

(SEE POLICY STATEMENT)

Last Name First Name I.D. #

COURSE: _____
Dept Course # Course Title

Semester in which the course was retaken and a grade of
"C" or "CR" or better was received (Fall 1990 or _____ Fall _____ Spring _____ Summer
thereafter).

YEAR _____

Semester in which the course was taken and a grade of "F",
"WU", "FIN" or "FAB" was received (Fall 1984 or _____ Fall _____ Spring _____ Summer
thereafter). "WN" (during Fall 2008, Spr 2009 and/or Summer 2009 ONLY).

YEAR _____

Semester in which the course was retaken and a second
grade of "F", "WU", "FIN", "FAB" or "WN" was received. _____ Fall _____ Spring _____ Summer

YEAR _____

Signature _____ Date ____/____/____

FOR COLLEGE USE ONLY

☐ Approved _____ ____/____/____

☐ Not Approved - Reason:

____ Exceeded Maximum
____ Requirement Not Met
____ Not Applicable
____ Other:

POLICY STATEMENT

Repeating Courses

1. Students shall not be permitted to repeat a course in which they have received a grade of A, B, C, or CR unless that course has been designated as repeatable in the course description of the College catalogue.
2. Students may repeat a course in which a D was received. The credit for that course will be applied toward the degree once, but both the grade of D and the second grade earned are calculated in the grade point average. If the course is part of a sequence, it should be repeated before continuing the sequence.
3. A student who has received a grade of D or NC twice (or any combination of these grades) in the same course may only re-register for the course with the permission of the department offering the courses. This rule does not apply to remedial/developmental courses or ENGL 120.
4. If a student receives a failing grade (i.e. F, WU, FIN, FAB or (WN during 9/08, 2/09 or 6/09) in a course and then re-takes that course and receives a grade of A, B, C, or CR, the initial failing grade will remain on his/her academic record, but will no longer be computed into the cumulative grade point average.
5. You may not use this form for a *WN grade.

Please note: The failing grade **WILL** still be computed in the *semester* GPA during which the failing grade was received. The failing grade will **NOT** be computed in the overall *cumulative* GPA.

A “Failing Grade Course Repeat Form” must be filed in The **OASIS, 217 North.**

- The original course in which the failing grade was received must have been taken after September 1, 1984 and repeated after September 1, 1990. **EXCEPTION:** The original course that received a grade of “WN” must have been taken during 9/08, 2/09 or 6/09 and repeated during or after Fall 2009.
- No more than 16 credits may be deleted from the calculation of the cumulative grade point average.
- If two or more failing grades have been received for the same course and a grade of C, CR, or better is subsequently earned, all of the failing grades for that course will be deleted from the grade point average, subject to the 16 credit limit.
- The 16 credit limit applies cumulatively to courses taken at all CUNY colleges.
- The repeated course must be taken at the same college as the initially failed course.

Please Note:

Other colleges, graduate schools, professional schools, services and employers may calculate a grade point average inclusive of the failing grades. If you have any questions regarding this policy, check with the Office of Student Services.